ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

112 STATE STREET, ROOM 1100 ALBANY, NEW YORK 12207

www.albanycounty.com

Issued: November 21, 2012

ANNOUNCES A CONTINUOUS RECRUITMENT EXAMINATION FOR

LIBRARIAN I

Examination # 66988

FILING FEE: **$20.00 non-refundable** filing fee for each application submitted. Make check or money order payable to Albany County Director of Finance. Include examination number on your check. **NO CASH ACCEPTED**. This fee is waived for all those receiving public assistance or unemployment benefits – **official proof required**, accompanied by a completed Application Fee Waiver Request and Certification Form (ACS-04).

TO BE HELD: Application review will be continuous.

LAST FILING DATE: None. Applications will be accepted and reviewed continuously.

VACANCIES: The list will be used to fill future full and part-time positions in the Bethlehem Public Library, Guilderland Public Library, Ravena-Coeymans-Selkirk Community Library and Voorheesville Public Library.

SALARY RANGE: At time of posting: **mid $20's to low $50's.** (Varies by location)

RESIDENCY REQUIREMENT: None to sit for the exam. Pursuant to NYS Civil Service Law Sec. 23.4-a, preference in appointment may be given to those eligibles who are legal residents in the municipality where the vacancy or anticipated vacancy exists. Must be a resident of such municipality at time of appointment if the municipality requests a resident list only.

DUTIES OF POSITION: This position involves responsibility for professional librarian duties. Incumbents are expected to learn the specific applications of professional librarianship by the performance of duties under the supervision of professional librarians in higher-level positions. Instructions may be issued at the beginning of each new assignment. Employees in this class are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over clerical personnel in particular tasks. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the last date for filing:
Possession of a graduate library degree from a library school located within New York State, which is registered by the State Education Department or from a library school program, which is accredited by the American Library Association.

Note: **Copies of transcripts are required.**

SPECIAL REQUIREMENT: Possession of a current New York State Public Librarian's Professional Certificate from the New York State Education Department. Public librarian professional certificates issued as of January 1, 2010, and thereafter shall only remain valid when 60 hours of professional development are completed every five year period. Such periods will be defined as every five years from the initial certificate date [NYCRR Title 8 - Education, Section 90.7 (c)]. Incumbent must maintain certification throughout employment.

Scope of the Examination

There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.
Candidates must first complete an examination application and return it to **Albany County Department of Civil Service.**
Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.
The Training and Experience Questionnaire will be available on January 1, 2013 and approved candidates will be required to complete and submit this questionnaire within 30 days of the Notice to Approved Candidates.
NOTE: Candidates may be credited with training and experience gained up to the date the Training and Experience Questionnaire was submitted.

THE PERSONNEL OFFICER OF ALBANY COUNTY RESERVES THE RIGHT TO TERMINATE THIS CONTINUOUS RECRUITMENT PROGRAM AND RE-ESTABLISH THE PERIODIC, ANNOUNCED-DATE TYPE OF EXAMINATION.

This examination is given on a continuous recruitment basis. The names of candidates who meet the minimum qualifications will be continuously added to the eligible list on the basis of the scores received on the training and experience evaluations plus veterans' credits where applicable. Candidates will remain eligible for appointment for a maximum period of one year after which time the names of candidates who have not been appointed will be removed from the eligible list.

- When applying, use form ACS-21, the **ALBANY COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT**. Examination applications, other forms and information can be found on our website, **www.albanycounty.com/civilservice**.
- It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Albany County Department of Civil Service or postmarked by the United States Postal Service by the last filing date of the examination.

PLEASE READ THE BACK OF THIS ANNOUNCEMENT FOR ADDITIONAL IMPORTANT INSTRUCTIONS

GENERAL INSTRUCTIONS TO APPLICANTS

Waived County Employee Exam Filing Fee

Effective immediately, employees of Albany County Government will be allowed to have the exam filing fee waived for **only two (2) exams per year**. This policy is being implemented due to budget cuts throughout the County per resolution #490 for 2010. If you have any questions regarding this change, please e-mail csinfo@albanycounty.com . We apologize for any inconvenience this may cause.

APPLICATION FORMS: Use the **Albany County Application for Examination or Employment** (Form **ACS-21**) when applying. Examination announcements, applications, and study guides (when offered and available) can be found online at: **www.albanycounty.com.** Or, if you do not have access to a computer, you can request application forms or announcements by sending a self-addressed, stamped legal-sized envelope to:

ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE, 112 STATE ST. - ROOM 1100, ALBANY, NY 12207

- Submit a separate application for each exam applied for. Photocopies will be accepted with exam title and number on each application.
- The applicant should be certain that **every question** is answered on the ACS-21, and that the application is complete in all respects, including the title of the examination. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a résumé**. All statements made by candidates in their applications are subject to verification.

TRANSCRIPTS: Generally, whenever college transcripts or diplomas are requested, copies of the originals are acceptable and should be submitted with the application, or as soon as possible **before** the exam. This applies to standard examinations, and does not apply in the case of examinations for Training and Experience.

EXPERIENCE RATING SCALE: Experience will be rated as follows: 1-10 hours worked per week = ¼ time; 11-20 hours worked per week = ½ time; 21-30 hours worked per week = ¾ time; 31-40 hours worked per week = full time.

LAST FILING DATE: It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Albany County Department of Civil Service or postmarked by the United States Postal Service by the last filing date of the examination.

VETERANS' CREDITS: For the purpose of claiming veterans' credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

- Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, and provided they have not previously used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.
- Veterans and disabled veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two (2) months of the last filing date for the examination. Veterans' credits can only be added to a passing score on the examination.
- A candidate currently in the armed forces may apply for and be conditionally granted veterans' credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list**. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credits.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police office killed in the line of duty in this municipality, please inform this office of this when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

ALTERNATE TEST DATE POLICY: This policy and the required application can be found on our website, www.albanycounty.com. The policy clearly states the specific circumstances whereby a candidate may be able to reschedule his/her test, as well as the procedure that must be followed. The candidate will be notified by mail if the application was or was not approved. If approved, the alternate test date will be specified.

SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to Albany County Civil Service as soon as possible before the test date.

MULTIPLE EXAMINATIONS SCHEDULED FOR SAME DAY: If you have applied to take a written test announced by another jurisdiction scheduled to be held on the same test date as this written test, you must call (518) 447-7770 no later than two weeks before the test date to make arrangements for taking all tests at one test site.

ADMISSION TO EXAMINATION: Albany County Civil Service does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. **Applicants who have not received notice by this deadline should contact Albany County Civil Service.**

- Every candidate should bring their notice to appear, social security number and a Photo ID to the examination. Do not interpret a notice to appear for, or actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

ELIGIBLE LISTS: Eligible lists are established for a minimum duration of one year but may be extended, before expiration, for a total of not more than four years. Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

PREFERENCE IN APPOINTMENT: Pursuant to New York State Civil Service Law § 23-4a, preference in appointment may be given to eligible candidates who have been legal residents of the civil division where the vacancy, or anticipated vacancy, exist for one (1) year from appointment.

CONTACT THIS OFFICE AT 447-7770 WITH ANY QUESTIONS AND BE SURE TO FILE YOUR APPLICATION PROMPTLY.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER